

NORTH DAKOTA STATE WATER COMMISSION

RISK MANAGEMENT ANNUAL POLICY REVIEW

**Policies from the Personnel Policy Manual and
Safety and Health Manual**

SAFETY AND HEALTH POLICY

The North Dakota State Water Commission (SWC) safety and health policy is to protect the safety and health of our employees.

Management

Management is responsible for the prevention of accidents and fully supports all safety and health procedures.

Supervisory personnel are responsible for the instruction of all employees under their jurisdiction for proper procedures and safe work methods in performing work duties. Supervisors shall take immediate corrective action to eliminate hazardous conditions and practices to prevent accidents, personal injury, or property damage. The supervisor must vigorously enforce the established safety program at all times and will not permit safety in the work place to be sacrificed for any reason.

Disciplinary action steps will be taken by management when there is a violation of any of the established safety rules or policies.

Employees

All employees have a personal responsibility for their own safety as well as the safety of their coworkers. The importance of every SWC employee completing their job responsibilities in a safe and healthy manner can not be over-emphasized.

Loss Control Committee

SWC has established Safety/Loss Control Committee to support management and supervisors in developing and maintaining effective safety systems and processes.

Committee member responsibilities include:

- Promoting workplace safety and health.
- Assisting management in identifying and communicating the accident prevention, health and safety needs of SWC employees.
- Ensuring that supervisors have the appropriate training and tools to assess and improve workplace safety systems and processes.
- Providing advice and support to supervisors and employees regarding safety and health responsibilities.
- Ensure compliance with the Risk Management Division policies and procedures.
- Attending quarterly team meetings.

EVACUATION PROCEDURE

1. Report all emergencies to 9-911. Notify your supervisor or sound the fire alarm in all emergencies which require evacuation.
2. Every fire alarm is to be treated as the real thing.
3. State Water Commission (SWC) employees will evacuate the building following the fire evacuation floor plans posted for the area you are in at the time the alarm sounds. WALK – DO NOT RUN.
4. Each floor coordinator will assist physically impaired employees and guests, in evacuating the building.
5. **Do not use the elevators during an emergency.**
6. Do not collect personal belongings before exiting.
7. During evacuation employees must make a quick check of their area. If there is anything that does not belong to you or cannot be accounted for, do not touch it in the event it is a bomb. Notify management or proper authority after you have safely exited the building.
8. After evacuating the building, employees must gather in the parking lot a safe distance away from the building. Each division manager will designate an assembly point where all employees of the division will meet.
9. All floor coordinators and supervisors will check to make sure all employees from their work group have safely evacuated the building. If any employees or guests are not accounted for, floor coordinator or supervisor will notify someone from the police, fire department, or bomb squad.
10. Employees will not be allowed to reenter the building until the building is determined safe. Do not enter the building until you are notified by management that it is safe to do so.
11. Failure to immediately evacuate the building when the fire alarm sounds may result in disciplinary action.
12. Direct all inquiries from the media to Facility Management at 328-2471.

FIRE EMERGENCY PROCEDURE

If you discover smoke and there is not a verifiable cause, activate the nearest fire alarm pull station **and call 9-911**. Be prepared to provide the following information:

- The name of the agency – State Water Commission (SWC).
- The correct address – 900 E Boulevard Ave.
- The name and title of the person making the call.
- The nature of the emergency.
- Any other relevant information.

If a minor fire is identified and you have had the appropriate training, you may attempt to extinguish the fire with an extinguisher. If one extinguisher has been discharged and the fire is still burning, exit the building immediately.

If an alarm sounds, SWC personnel will evacuate the building following the guidelines listed in the Evacuation Procedure.

Periodic fire drills will be conducted throughout the year; however, treat every alarm as if it were an actual fire.

BOMB THREAT PROCEDURE

1. When a bomb threat or warning is phoned in, the person receiving the call should, to the degree possible, attempt to find out as much information as possible, using the Bomb Threat Report Form (SFN 51502) <http://www.nd.gov/eforms/Doc/sfn51502.pdf> which has been issued to all employees to be retained by their telephones.
 - a) Do not hang up, let the caller terminate the call.
 - b) Get as much information from the caller as obtainable.
 - c) Get the exact time of the call.
 - d) Get the Caller ID (if phone has a Caller ID).
 - e) Write down the exact words the caller used.
 - f) Attempt to answer all the questions listed on the Bomb Threat Report as accurately and completely as possible.
 - g) Estimate the sex, race, and age of the caller.
 - h) Be alert to the nature/character of the caller's voice.
 - i) Listen for background noises.
2. Upon notification of a bomb threat or bomb emergency, personnel shall report the call **immediately to 911 and then activate the nearest fire alarm.**
3. If a bomb threat is in writing, save all materials such as the note and envelope. These may be used as evidence and may at times specify the device used.
4. SWC employees will evacuate the building following the evacuation floor plans.
5. Each report of a bomb threat, oral or in writing, is to be treated as the real thing.
6. During evacuation, employees should make a quick check of their area. If there is anything that does not belong to you or cannot be accounted for, do not touch it, but notify management after you have safely exited the building.
7. The person reporting the bomb threat, building maintenance, State Engineer, or designee, will meet the Fire Department and Police at a safe area. These people will provide any information regarding the emergency and assist in the investigation.
8. The person reporting the bomb threat and/or the responder will complete a Risk Management Incident Report Form.

SEVERE WEATHER PROCEDURE

1. A severe weather **WATCH** simply indicates conditions are favorable for the development of severe weather. A severe weather **WARNING** indicates severe weather is in the immediate area and imminent danger exists. Go to your nearest severe weather shelter and take cover.
2. In the event of a tornado warning or other severe weather warning, floor coordinators will advise you of the nature of the evacuation and ask you to immediately proceed to the basement in a designated area.

Once you are safely in the designated location, please stay near those individuals in your division to assist the floor coordinators in accounting for each person.

3. **Do not leave the shelter area until management notifies you the danger has passed.** It is advised that employees remain in the building during a severe weather alert. The choice to leave the building during a severe weather alert will be a personal decision for each employee.
4. Periodic severe weather drills will be coordinated and scheduled.

FACILITY MANAGEMENT POLICY STATEMENT

SPACE HEATERS

Facility Management will allow space heaters if they comply to the following standards:

Maximum Wattage 300 Watts

Volts 120 V.A.C.

Maximum Amperes 3 Ampere

Heater elements must be completely sealed. Open resistance elements are not approved.

Radiant panel oil or fluid filled sealed type elements are approved.

The approval of heater type and installation is required from Facility Management prior to installation. Heaters must comply with all building and fire codes and be U.L. approved. Facility Management personnel will remove all non-approved space heaters to ensure the Capitol Complex is in compliance with State approved fire and building codes.

DATE: 05-01-96 / POLICY NUMBER: 07-92

MICROWAVES – REFRIGERATORS - SMALL APPLIANCES

Facility Management will allow refrigerators and microwaves if they comply with the following standards:

1. All microwaves placed within Capitol Complex offices must be compact in size. Appliances brought to the Capitol Complex must be in good condition with no frayed cords. The maximum capacities and wattages allowed will be as follows: Wattage--1,000 watts maximum
2. All refrigerators placed within Capitol Complex offices must be compact in size. The maximum capacity that will be allowed for refrigerators is 3.0 cubic feet or less.

Facility Management will not allow cooking in the office areas. Therefore, microwaves can be used only for heating food, not for cooking. All refrigerators and microwaves found to be in violation of the above mentioned maximums must be removed from the Capitol Complex office areas.

Other cooking appliances such as toasters, popcorn poppers, frying pans, hot plates, cup warmers, will not be allowed in Capitol office areas. Any such cooking appliances that currently exist in office areas must be removed.

DATE: 05-01-96 / POLICY NUMBER: 07-92

GENERAL SAFETY RULES

- Report unsafe conditions to your supervisor.
- Report all accidents, including near misses/safety concerns, to your supervisor immediately.
- All employees shall practice good housekeeping at all times.
- Horseplay and practical jokes are strictly prohibited on the job.
- Always practice proper lifting techniques to prevent back strain.

SAFE OPERATING PROCEDURES

All items are minimum standards for usual conditions. Positions requiring more standards must refer to **Appendix A** of the Safety and Health Manual. Your supervisor will answer any safety questions you may have.

- It is mandatory that you know and follow all safety regulations pertaining to your job.
- Let your supervisor know if you feel you do not have adequate safety protection in any work activity.
- Before starting any task, make sure you know exactly what is to be done and how to do it safely. Be sure you work properly to protect yourself and others. Proper personal protective equipment shall be used where required.
- Any employee, who is unable to perform his/her duties safely, shall promptly notify his/her supervisor.
- Take an interest in new and inexperienced employees. Call their attention to unsafe practices and teach them the safe method of doing the work.
- All extension cords shall be 3-wire, grounded type and in good condition. Extension cords shall not be substituted for permanent wiring.
- Hand tools shall be kept in good working condition and used only for the purpose for which they are designed. They shall be inspected before each use.
- Ladders shall only be used for the purpose for which they were designed. They shall be kept clean and stored properly.
- Walkways, aisles, and work areas shall be kept free from tripping and falling hazards.
- Oil, grease, and water spills shall be immediately cleaned up.
- Tools, equipment, and other materials shall be placed securely where they will not fall.
- Dirty rags must be placed in flame retardant containers with their lids securely in place.
- Employees must clean and return all tools, equipment, and materials to their proper place when they are finished with them.
- Tools or equipment in need of repair shall be taken out of service and their condition reported to the supervisor.

- Materials must be stacked so the weight is equally distributed and so it does not project into passages and walkways. Heavier items shall be placed on lower shelves.
- Material storage areas shall be kept orderly. Scrap and junk material shall be disposed of properly.
- Oils, greases, paints, and other flammable liquids and solids shall be labeled and properly stored in approved containers.
- All chemicals and solvents must be kept in safety containers and properly labeled.
- Flammable and highly combustible materials must be in metal safety containers with metal lids.

ERGONOMICS

Ergonomics is the science of workplace design that tries to make the job fit the person rather than the person fitting the job. It reduces physical strain by redesigning tools and equipment, reorganizing workstations, changing lighting, and other proven methods. At it simplest, and often most effective, ergonomics reduces strain by cutting back on the stress and number of repetitive motions done on the job.

Early Identification

The earlier you identify a repetitive motion, the more like you are to be able to do something about it. Pay attention to any warning signs such as soreness. Be especially alert to symptoms like numbness, tingling, and apparent loss of strength of muscles. When these symptoms appear, it is time to evaluate the job and look for ways to limit repetitive motions. If the problem persists or recurs, medical attention may be needed.

Limit repetitive motions

The best form of prevention is to limit the time anyone spends doing the same motion over and over, whether it's packing, using a keyboard, using a hand or power tool. Your options may include:

- **Job rotation.** Straining on any part of the body is reduced when you switch periodically to different tasks involving different movements.
- **Breaks.** Make sure that no one does a repetitive motion task for more than a couple of hours. This is especially important when overtime exists. Those extra hours a day at the same task can be punishing.
- **Pacing.** A repetitive motion performed at a breakneck pace means more motion and more problems. Although you may want to get the job done as quickly as possible, you don't want it done so fast that it puts a person out of commission.

Exercise

Exercise is an important part of a prevention program. First, fit people are less likely to experience physical problems and more likely to recover quickly when they do. Stretching before beginning work goes a long way to be prepared to begin work tasks. It is a good idea to include not only stretches, but also shaking out the wrists and fingers during breaks. Specific finger stretching exercises should be done by persons doing repetitive motions tasks involving their fingers.

Awareness

As with any other job hazard, you can reduce the risks of repetitive motions injuries by being aware of the risks and preventative measures. A problem that is not diagnosed and handled early may prevent you from going back to the tasks that caused the injury.

Many ergonomic problems are brought on by static positioning (maintaining a position for an extended period of time). The best positions in which to work are those that keep the body “in neutral.”

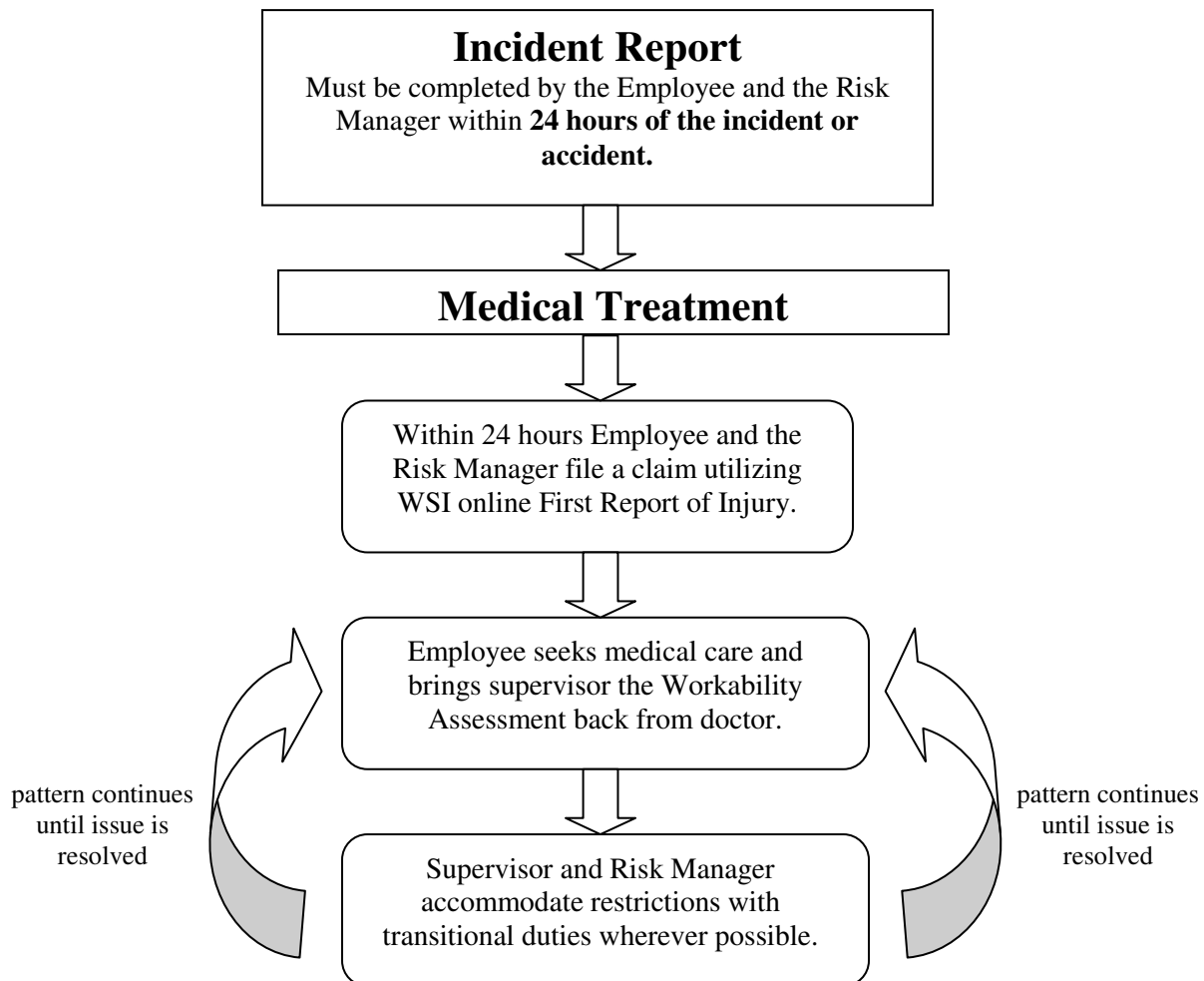


NEAR MISS/SAFETY CONCERNS

A “near miss” or “safety concern” is an incident that did not result in personal injury or property damage but the circumstances are such that there is a potential for personal injury or property damage. Any employee witnessing or involved in a “near miss” or “close call” or has identified an unsafe condition or hazard shall report the details of the incident to their supervisor immediately. The responsible supervisor shall take the immediate corrective action to eliminate the hazardous conditions and/or work practices and work as well as notify and complete an Incident Report with the Risk Manager.

CLAIMS MANAGEMENT

Employees must report all incidents of injuries immediately, whether or not they believe it was significant. In an emergency situation, you will be transported, via an emergency vehicle, directly to the emergency room at either Medcenter One or St. Alexius Medical Center for emergency medical treatment.



TRANSITIONAL DUTY PROGRAM

Transitional duty (return-to-work) programs serve as “tools” for motivated employees who want to continue working during the course of their recovery from an occupational injury or disease. Transitional duty helps the employees stay in the work environment which, in turn, has proven to speed recovery and reduces workers compensation costs.

An injured employee who cannot perform the essential functions of his or her position is placed on transitional duty during the course of recovery. If the SWC is unable to provide a transitional duty position, one will be located in another agency or facility through the State’s transitional duty pool.

HARASSMENT

It is the policy of the SWC to maintain a working environment free from harassment. The SWC's policies and practices are intended to comply with all federal and state laws and regulations.

Any unwelcome verbal, nonverbal, or physical conduct of a sexual nature constitutes sexual harassment when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of employment; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Other prohibited harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of race, color, religion, sex, national origin, age; the presence of any mental or physical disability; or status with regard to marriage or public assistance.

Employees must report any incidents of harassment to an immediate Supervisor, Manager, Division Director, Human Resources, or the State Engineer. Once a Supervisor is notified of an issue, they must contact Human Resources.

The SWC prohibits any form of discipline or retaliation for reporting such incidents and shall handle all complaints promptly. Any employee who engages in conduct determined to be harassment or who makes false accusations of harassment shall be subject to disciplinary action up to and including termination.

WORKPLACE VIOLENCE

It is the policy of the SWC to maintain a working environment free from violence or the threat of violence. Acts or threats of physical violence, including but not limited to intimidation, harassment, or coercion, which involve or affect the organization or which occur on SWC property will not be tolerated.

Employees must immediately report any incidents of violence, threat of violence, or any behavior that may threaten an employee's safety or the safety of others to their immediate Supervisor, Manager, Division Director, Human Resources, or the State Engineer. Once a Supervisor is notified of an issue they need to contact Human Resources.

The SWC prohibits any form of discipline or retaliation for reporting such incidents and shall handle all complaints promptly. Any employee who engages in such conduct or who makes false accusations of violence or threats of violence shall be subject to disciplinary action up to and including termination. In appropriate cases, the organization may seek criminal prosecution or cooperate with criminal authorities.

ELECTRONIC COMMUNICATION DEVICES

The State of North Dakota provides Electronic Communication Devices (ECDs) and an IT infrastructure designed to facilitate business communications among state employees and other business contacts. These devices include telephone, facsimile (fax) machines, all computer and network related hardware, software, and /or peripheral devices (including e-mail and Internet), and any other type of electronic communication. These devices are state property and must not be used in a manner that will damage the reputation of the State of North Dakota, nor jeopardize the systems' integrity. All electronic communications shall follow North Dakota's Open Records Law.

Authorized Use

All employees are authorized to use ECDs for a purpose related to their employment or official position. However, an employee may use ECDs for a non-governmental purpose provided the use:

- Does not interfere with the performance of the user's public duties;
- Is of nominal cost or value;
- Does not create the appearance of impropriety;
- Is not for a political or personal commercial purpose;
- Is reasonable in time, duration, and frequency;
- Makes minimal use of hardware and software resources;
- Is in compliance with the Standards of Conduct outlined below.

Standards of Conduct

An employee's use of an ECD is a privilege, not a right. An employee is solely responsible and shall be held personally liable (legally, financially, or otherwise) for the use of ECDs outside the scope of the employee's employment. An employee must:

- Must use ECDs in a professional and ethical manner.
- Must not use ECDs for harassment or other inappropriate behavior regarding race, color, creed, religion, sex, ancestry, national origin, age, or disability.
- Must not use electronic communication devices to access, display, archive, store, distribute, edit or record sexually explicit material.
- Must not create, distribute, copy or knowingly use unauthorized copies of copyrighted material or software, store such copies on state of North Dakota computers, or transmit them over the state networks.
- Must not create, distribute, copy, store, or knowingly use unauthorized copies of copyrighted material on State of North Dakota computers, or transmit them over the State networks; approval for the use and distribution of such information must be obtained from the owner/author.

- Must use the Internet only to access information that is publicly available or to which the employee has authorized access.
- Must limit the use of non-business related “streaming” audio and video (including Internet radio, stock/news tickers, and software such as Weather Bug, etc.) that use significant amounts of the State’s bandwidth.
- Must not use ECDs for the purpose of probing or hacking.
- Must not use ECDs for any illegal activity: gambling, trading in illegal substances, etc.
- Must not use ECDs to knowingly download, copy, distribute, store, or use pirated software or data.
- Must not create or distribute a computer virus or intentionally cause damage to any personal computer or bypass any state virus detection system in place.
- Must conform to state procurement policies when making business related purchases through an ECD.
- Must conform to records retention policies.

Training

User training on computer security and appropriate usage is strongly encouraged and is available from the North Dakota Human Resource Management Services. Training is also available via a self-paced tutorial on the State of North Dakota’s Information Technology Department website at <http://www.nd.gov/itd/security/start/>

Measuring and Monitoring

- Except where precluded by law, the State has the right to monitor the usage of ECD’s including but not limited to storing, accessing, and reviewing information received or sent through email or over the Internet.
- The tools available to the Information Technology Department (by request of an agency) allow for monitoring of an individual’s Internet site access, and ITD can make the results available to the SWC for internal use.
- The State reserves the right to block out any Internet sites deemed by the State to be unrelated to the State’s responsibilities.
- The SWC reserves and intends to exercise the right to review, audit, intercept, access and disclose all messages created, received, or sent over the electronic mail system.
- The State will disclose e-mail/Internet records to law enforcement, management, government officials, or third parties through subpoena or other process.

A user’s violation of State policy may lead to disciplinary actions up to and including termination of employment.

ALCOHOL AND DRUGS

SWC is an alcohol and drug-free workplace. Any unlawful or unauthorized transfer, sale, distribution, manufacture, possession, or use of a controlled substance or alcohol by a SWC employee on the job, in the workplace, or where SWC's work is performed, shall subject that employee to disciplinary action up to and including termination. Any employee convicted of violating any federal or state criminal drug statute in the workplace must notify the State Engineer or Human Resources of that fact within five days of the date of the conviction.

This policy has been developed to protect the lives and safety of all SWC employees and property. If a Supervisor reasonably suspects that an employee may be under the influence of a controlled substance or alcohol while on SWC property or during that employee's scheduled work hours, they will require the employee to submit to a screening or test at a designated testing facility. Any employee who fails to abide by this requirement shall be subject to disciplinary action up to and including termination.

In the event of SWC sponsored or related activity off SWC facilities at which alcoholic beverages may be served or allowed, employees are expected to conduct themselves in such a manner so they do not represent a danger to themselves, to other employees, to the general public, or to the SWC's reputation.

Employees arrested, indicted or convicted off the job for alcohol and/or drug-related offenses raise a question as to compliance with SWC policy. In determining what action to take, the SWC will consider the nature of the charge, the circumstances of the arrest, the employee's record with the SWC, current job assignment, and the impact the arrest may have on other employees, the public, and the SWC's general reputation.

Employees in positions requiring a commercial driver's license (CDL) will be considered for discharge upon first court conviction and loss of driving privileges.

Violation of this policy may lead to disciplinary action up to and including termination.